

School Receptionist & Office Manager – Full-Time St. Michael the Archangel School | Findlay, OH

About St. Michael the Archangel School

St. Michael the Archangel School is an apostolate of St. Michael the Archangel Catholic Parish in Findlay, Ohio, under the watchful care of the Roman Catholic Bishop of Toledo. A tradition of excellence since 1894, SMS serves students in Kindergarten through 8th grade and is guided by a clear and unwavering mission: to shape saints and scholars.

At St. Michael School, the community is committed to the Catholic faith, the sacredness of human life, the Christian understanding of human sexuality, the nobility of Christian marriage and family life, the practice of the faith, Christian works of mercy, and the communion of Saints. This commitment extends to every member of our staff — because every person who serves in our building plays a role in forming the culture and community that makes SMS what it is.

Position Overview

St. Michael the Archangel School is seeking a dependable, personable, and organized full-time School Receptionist & Office Manager. As the first point of contact for students, families, staff, and visitors, this person sets the tone for the entire school experience. The ideal candidate is a faithful Catholic who brings a welcoming presence, exceptional organizational skills, and the ability to manage a wide range of administrative, logistical, and communications responsibilities in a busy school environment.

Primary Responsibilities

Student & Family Services

- Serve as the primary point of contact for students, families, and staff for all school information, communications, and general problem-solving
- Manage student attendance and enrollment in compliance with school, diocesan, and legal requirements

Office & Administrative Operations

- Manage front office functions including phones, visitor access, and door security in a high-volume environment
- Serve as the school's primary administrator for key platforms including FACTS and Final Forms
- Coordinate substitute teacher recruitment and credentialing in partnership with the Diocese, maintaining a substitute teaching license to support classroom coverage as needed
- Support payroll preparation, transportation logistics, field trip coordination, and a broad range of day-to-day administrative needs

Communications & Community Engagement

- Produce and manage school communications including the bulletin, newsletter, social media, and website
- Coordinate school events, and marketing initiatives such as the annual billboard campaign
- Manage model releases and ensure compliance with school photo and media policies

Safety & Building Operations

- Maintain building security by managing visitor protocols and supporting safety procedures including fire drills and lockdown response
- Assist with general building operations and support faculty and staff needs as they arise throughout the school day

Qualifications

- High school diploma required; associate's or bachelor's degree preferred
- Prior experience in an office, administrative, or customer-facing role; experience in a school or nonprofit setting a plus
- Proficiency with standard office software and technology, with the ability to learn school-specific platforms including FACTS and Final Forms
- Exceptional interpersonal and communication skills — this role is the face and voice of SMS
- Strong organizational skills and the ability to manage a high volume of concurrent responsibilities with professionalism and composure
- Discretion and professionalism in handling sensitive student and family information
- An active, practicing Catholic in good standing with the Church is strongly preferred; all candidates must demonstrate a sincere respect for and commitment to the mission of Catholic education and the values of St. Michael the Archangel School

Why St. Michael's?

At SMS, we believe we are created in God's image and called to be saints, that Jesus is the center of our lives, that we work better together, and that love fosters growth. These convictions shape every corner of our school — including the front office. This position is not simply an administrative role; it is an opportunity to be a daily witness to the warmth and excellence of Catholic education for every family and visitor who walks through our doors.

To Apply

Interested candidates should submit a **cover letter, résumé, and references** to Dr. Wes King at wking@findlaystmichael.org.

St. Michael the Archangel School is an institution of the Catholic Diocese of Toledo. The school is under the authority of the Roman Catholic Bishop of Toledo in all matters of faith and morals.